

LEAVING THE AIRPORT...

CUSTOMS CHECK IN. You will need your Military ID, Original Orders (Or Passport), and Embarkation/Debarcation form. This form should have been passed out on the airplane and already completed. The Debarcation portion of the form will be returned to you and must be presented as you leave the country.

BAGGAGE CLAIM. Upon picking up your bags you will proceed to the Duty Clearance counter. Your bags may be checked and any items delayed. If asked, the purpose of your visit is "Military Training."

DoD COUNTER. On the right as you enter the old Terminal 1 section. You may make arrangements for transportation to Yokosuka Naval Base. Your name may already be on the bus list. If not, present a copy of your orders to the attendant. Travel orders serves as your ticket to ride. Remember to carry a minimum of four (4) copies before leaving the States. Ask the attendant for directions to bus.

DAILY AIRPORT BUS SCHEDULE

| DEPART NARITA | ARRIVE PSD | DEPART PSD | ARRIVE NARITA |
|------------------|---------------|---------------|------------------|
| 1500, 1645 | 1630, 1915 | 1000, 1230 | 1300, 1530 |
| 1800, 2100 | 2030, 2330 | 1430, 1600 | 1730, 1900 |

REMINDER: All Reservists are encouraged to sign-up for the return trip to the airport during the checkin/travel claim process in at PSD your first workday.

CHECKING IN AND OUT...

BILLETING. Reservations for bachelor quarters are made prior to arrival by the Reserve Coordinator staff. Upon arrival at Yokosuka proceed to the BEQ/BOQ. Directions can be obtained from the Duty Personnel at PSD. Reservists routinely depart the states on Saturday arriving Sunday evening for check in. When you check into quarters they will require one copy of your orders. The checkout is routinely on Friday (last day of AT) for Friday departure/flights.

FISC INDOC (First Day of AT). Report for Indoctrination at 0730, Bldg. F-157, and Rm. 318 (unless otherwise specified). At this time you will receive a FISC building access badge, your AT assignment, a policy brief governing service members while in Japan, Security Awareness training, a Command brief and a Welcome Aboard Packet.

All Officers are usually scheduled to checkin with the Executive Officer and Commanding Officer on the first day of the scheduled AT.

PSD CHECK IN PROCEDURES. The ACDUTRA Section opens at 1000. PSD Receipts/ACDUTRA Section will stamp your original orders and you will receive a packet of forms to complete and return. Officers receive Basic Allowance for Subsistence (BAS), E-7 to E-9 receive Commuted Rations (COM-RATS) and E-1 to E-6 Rations in Kind (RIK).

PSD CUSTOMER SERVICE HOURS:

- ☐ Monday, Tuesday, Friday 0730-1600
- ☐ Wednesday 0730-1300
- ☐ Thursday 0730-1800

REPORT WITH THE FOLLOWING DOCUMENTS:

- ☐ Original Orders & three copies (include all modifications, if any)
- ☐ DD Form 1351-2 (Travel Voucher)
- ☐ Flight Itinerary
- ☐ BOQ/BEQ/CPOQ Receipts (Must be paid in advance)
- ☐ Certified copy of NAVPERS 1070/602 (Record of Emergency Data)
- ☐ W-4 Form (Employee Withholding Allowance Certificate).

SATO TRAVEL OFFICE. (Across from the Navy Exchange) Sometime during the first day or two you need to check in with SATO and have them confirm your departing flight from Japan.

CHECK OUT/OUTBRIEF. The outbrief is to obtain feedback about your AT and final admin processing. Your original orders, processed travel claim, and check are available during this brief (or at PSD after 1400 on the working day prior to your departure date). Officers are scheduled for a check out with the Executive Officer and Commanding Officer in the morning of the last day of the AT.

ADMINISTRATION ...

WATCH. Each Reservist will be scheduled a 3-hour indoctrination/familiarization watch on a weekday either the first or second week of his/her AT. CPO-LCDR's will stand Command Duty Officer UI (under instruction) and E1-E6 will stand Duty Supply UI.

EVALS/FITREPS. Performance input is due by 1600 on the Tuesday of the last week of your Annual Training. An outbrief with the XO and CO is scheduled for Officers on the last full day of their AT. Confirm appointment with the Reserve Liaison Officer.

GMT. General Military Training for E-1 to O4's is every Wednesday at to 0730, Bldg. F-157, lunchroom, 2nd floor (unless otherwise specified).

QUARTERS/KHAKI MTG. Wednesdays at 0700, at Bldg. F-157. Quarters is usually held on the patio and the Khaki meeting is usually in the Management Information Center (MIC) unless otherwise specified.

UNIFORM REQUIREMENTS DURING ANNUAL TRAINING. Come prepared. We must stress that the full seabag concept applies to Reserve Sailors as well as active duty.

At FISC Yokosuka we need to be able to fully integrate reservist into daily operations including command events (inspections, ceremonies, VIP visits). A full seabag will facilitate this.

SUMMER. The summer period commences on or about the first Monday in May.

| RANK | PRESCRIBED | WORKING | ALTERNATE |
|-------------|---------------------|---------------|---------------|
| Officer/CPO | Summer White | Working Khaki | Service Khaki |
| E1-E6 | Service Dress White | Dungaree | Summer White |
| USMC | Charlies | Camouflage | Camouflage |

WINTER. The winter period commences on or about the first Monday in October.

| RANK | PRESCRIBED | WORKING | ALTERNATE |
|-------------|--------------------|---------------|---------------|
| Officer/CPO | Winter Dress Blue | Working Khaki | Service Khaki |
| E1-E6 | Service Dress Blue | Dungaree | Winter Blue |
| USMC | Charlies | Camouflage | Camouflage |

NOTE: Each reservist is required to bring the designated uniforms and wear it as directed. Members assigned to other than warehouse spaces or when doing business at FISC are required to wear the prescribed or alternate uniform.

INSPECTIONS. Inspections are usually announced 30 days in advance and occur within 37 workdays of the official uniform change season. RESERVE PERSONNEL COMING TO PERFORM THEIR AT DURING THE UNIFORM CHANGE SEASON ARE SUBJECT TO AN INSPECTION.

RENTAL CARS. A rental car is neither allowed nor needed during an AT. All official business sites are within 5-10 minutes walking distance.

MEDICAL SERVICES. All mandatory physicals or health screenings are required prior to your scheduled AT. Medical Services during your AT are limited to emergency purposes only.

TRAVEL DELAYS. If you are delayed enroute, call 1-800-4-1-Touch. Ask for Yokosuka LSC and leave a message with the duty section.

US FLEET AND INDUSTRIAL SUPPLY CENTER YOKOSUKA, JAPAN



TRIFOLD UPDATED 08/2001

WELCOME ABOARD. FISC Yokosuka has six units with over two hundred reserve billets assigned. We have a very dynamic Reserve Program and offer excellent Annual Training (AT) opportunities for qualified reserve personnel.

FISC Yokosuka is the "Logistics Hub of the Western Pacific." We provide logistics services to 7th Fleet Assets and shore activities in the Western Pacific, Indian Ocean, and the Persian Gulf.

FISC Yokosuka - Located in Yokosuka City, approximately 45 miles southeast of Tokyo. We have fuel terminals in seven sites throughout Japan, an air cargo unit at Yokota Air Force base and full service detachments in Sasebo and Okinawa.

You will perform your annual training at one or more of our Departments. It will be interesting, challenging and extremely rewarding. We're committed to providing the opportunity for each member to develop their potential and grow through professional development.

If you need to call us prior to your arrival, have questions about events during your AT period, or want to correspond with us in general please contact Reserve Affairs as follows:

| | RESERVE LIAISON OFFICER | ASSISTANT |
|-------|---------------------------------------|------------------------------------|
| POC | LCDR(S) Michael J. Stiglitz | Mr. Mike Klotz |
| COMM | 011-81-616043-6548 | 011-81-616043-2511 |
| DSN | 243-6548 | 243-2511 |
| FAX | 011-81-616043-6184 | 011-81-616043-6184 |
| DSN | 243-6184 | 243-6184 |
| email | Michael_j_stiglitz@yoko.fisc.navy.mil | Michael_d_klotz@yoko.fisc.navy.mil |

U.S. FLEET AND INDUSTRIAL SUPPLY CENTER
RESERVE COORDINATOR (CODE 50/42)
PSC 473 BOX 11
FPO AP 96349-1500

WEB PAGE: <http://www.yoko.fisc.navy.mil>

WHAT TO EXPECT:

TYPICAL ANNUAL TRAINING ITINERARY at FISC Yokosuka.....

First Week

| | | |
|------|-----------|---|
| 0730 | Monday | Indoctrination Bldg F-157 in Room 318, Management Information Center (MIC Room) |
| 0845 | Monday | Security Awareness Brief |
| 0930 | Monday | Officers checkin with XO |
| 0945 | Monday | Officers checkin with CO |
| 1000 | Monday | Checkin with PSD |
| 1300 | Monday | Muster for workcenter assignments |
| | | Bldg F-157 Lunchroom |
| 0700 | Wednesday | Quarters/Khaki Meeting |
| 0715 | Wednesday | GMT – Bldg F-157 Lunchroom |

Second Week

| | | |
|------|-----------|---|
| 0700 | Tuesday | GMT – Bldg F-157 Lunchroom |
| 1600 | Tuesday | Performance input due to AT senior member |
| 1600 | Tuesday | After Action Report due from AT senior member |
| 0700 | Wednesday | Quarters/Khaki Meeting |
| 0700 | Wednesday | GMT – Bldg F-157 Lunchroom |
| 1200 | Wednesday | FITREP inputs due to RLO |
| 1400 | Thursday | Officers checkout with XO |
| 1430 | Thursday | Officers checkout with CO |
| 1500 | Thursday | Group Outbrief - Bldg F-157 |
| 1000 | Friday | PSD BUS to NARITA |
| 1230 | Friday | PSD BUS to NARITA |

OUR PROGRAM GOAL

TO PROVIDE SEAMLESS INTEGRATION AND MAXIMUM CONTRIBUTORY SUPPORT TO FISC MISSIONS.

WHAT TO EXPECT: Training at FISC Yokosuka Detachment Sasebo...

ARRIVAL. Arrive at Fukuoka Airport and pick up baggage.

NAVY TRANSPORTATION LIAISON. After personal belongings have been collected, proceed to the Navy transportation liaison. This person will be dressed in a Navy uniform, normally holding a clipboard with a list of riders he/she is to pick up. The FISC Sasebo Reserve Coordinator will ensure your names are on this list. The Navy liaison will be located near the middle of the air terminal. There is no charge to ride the bus.

BUS SIGNUP. After he/she clears you to ride the bus, wait nearby as directed for the next scheduled bus departure.

DROP-OFF POINT. Prior to boarding the bus, inform the driver that you want to be dropped off at the BEQ/BOQ for check-in. Do not worry about reporting to FISC right away in attempts to get your orders stamped. First, go to the BEQ/BOQ and get settled into your room.

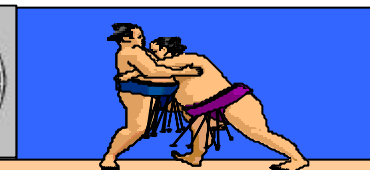
OFFICIAL CHECKIN. Depending on the hour . . . Have the senior person in charge call **252-3412/4110** and report to Lieutenant Mike Harr, or MMCS (SW) Norberto Abadejos that all members have reported safely on board. At that time you will be directed as to what action should be taken. Base maps, ground transportation, Morale Welfare Recreation site locations, Galley, and various other information is provided at the BEQ/BOQ reception area.

TO BASE BEFORE 1630. You can expect to report to FISC Customer Service office (Bldg. 1651) for official check in. From there MMCS (SW) Norberto Abadejos the detachment's Senior Enlisted Advisor will direct you.

TO BASE AFTER 1630. All reserves are directed to settle in for the night. Be well rested and prepared to turn-two the following morning. The following morning, our Sasebo representative will greet you at 0745 at the BEQ reception area. The base dining facility opens at 0700 for chow, and is only a two-minute walk from the BEQ for you breakfast eaters.

FIRST FULL DAY OF WORK:

- ☐ Meet Officer-in-Charge/Assistant Officer-in-Charge and other essential personnel.
- ☐ PSD will provide indoctrination to allow for travel claim filing, orders stamped, and other miscellaneous actions.
- ☐ Attend required Security Awareness training
- ☐ Be issued temporary FISC badges to allow access inside FISC secured spaces.
- ☐ Receive brief training on FISC Duty StoreKeeper responsibilities and "Officer of the Day" responsibilities.
- ☐ Tour FISC and other base facilities.
- ☐ Question/answer session.
- ☐ Pass out work assignments, EVAL/FITREPs and Billet Job Qualification Requirement (JQRs). **NOTE: THE IS PT EVERY WEDNESDAY FOR ALL MILITARY PERSONNEL**



NAVAL RESERVE ANNUAL TRAINING SCHEDULE –FY2001

KEY: **Training date;** **National Holiday**

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ACTUAL AT DATES:

18OCT-29OCT 24JAN-04FEB 03APR-14APR 19JUN-30JUN
25OCT-05NOV 14FEB-25FEB 10APR-28APR 17JUL-28JUL
06DEC-17DEC 01MAY-12MAY 07AUG-18AUG
06MAR-17MAR 15MAY-26MAY 21AUG-01SEP
03JAN-14JAN 20MAR-31MAR 05JUN-16JUN 11SEP-22SEP